



BOARD OF SELECTMEN

Michael Milanoski
Town Administrator

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MEMORANDUM**

To: All Department, Board, Committees, Commissions and Residents

From: Ronald Clarke, Chairman

Date: June 16, 2015

Subject: **Board of Selectmen Agenda Policy**

The policy for setting agendas for the Board of Selectmen meetings is as follows effective as of the date of this memo:

Department Heads, Committees, Commissions, Boards and other Agenda Items:

1. The deadline to be placed on the Agenda for a meeting is 4 p.m. on the Wednesday prior to the Selectmen's meeting and the office must provide as much background material accompanied by a written short summary by the deadline.
2. If the written material is not received by the office by the deadline the item will not be placed on the Agenda. This will permit members of the Board an opportunity to review the material prior to the meeting. As an example it is not sufficient, due to the Open Meeting Law, to indicate on the Agenda that the XYZ Committee, or Mr. Smith will be coming before the Board of Selectmen. The public must be aware by looking at the Agenda what topics are going to be discussed.
3. On a request from a resident, the Chairman will make the determination if it will be placed on the Agenda or if the issue will be directed to another Department Head/Committee/Board/Commission to better resolve the resident's concerns.
4. At the conclusion of the business portion of the meeting, there will be a fifteen (15) minute Citizen's Participation. Citizens will be allowed to speak briefly on items listed and discussed on the Agenda. Citizens will not be allowed to speak on items that are not listed on the Agenda, other than to request that an item be placed on a future Agenda. Personalities, politics, personal attacks, personnel issues, and pending litigation are not appropriate material and will be ruled out of order by the Chair. The Chair is authorized to issue warnings to the offending parties and to determine if requests for future agenda items are appropriate.

The party requesting to be placed on the Agenda must provide eight copies of the written material to the office if the office is unable to reproduce the material.